Thank you for choosing the City of Boise park system for your special event! Special events are open and available to the general public and require reservations. In this pamphlet you will find our park policies to help guide you during your visit.

RESERVATIONS
Park use is generally seasonal from mid-April to mid-October. Reservations for all reservable parks are required for special events held in the park. Payment is required 30 days prior to the date of the reservation.

When not reserved, facilities are available on a first-come, first-served basis. The Boise Parks and Recreation Department reserves the rights to prioritize date requests from recurring special events.

Place a reservation:
EMAIL: Submit forms and applications to parksspecialevents@cityofboise.org
CALL: (208) 608-7618 or (208) 608-7615
WALK-IN: Located at 1104 Royal Blvd., our office hours are Monday through Friday from 8 a.m. to 5 p.m. and closed on legal holidays.

CANCELLATIONS, REFUNDS, RESCHEDULING
A refund is only provided if the user is canceling prior to 10 calendar days of the event, at which time a $15 processing fee will be collected.

Refunds or rescheduling is not granted due to poor weather conditions or acts of nature. An event cannot be rescheduled within 10 calendar days of the reservation.

SPECIAL EVENT PARK USE POLICIES
Thank you for choosing the City of Boise park system for your special event! Special events are open and available to the general public and require reservations. In this pamphlet you will find our park policies to help guide you during your visit.
**ALCOHOL POSSESSION & CONSUMPTION**

Alcohol may be possessed or consumed within Boise City parks except upon any street, parking lot, restroom, playground, community center, skate park, archery range and within 250-foot of the Boise River Greenbelt.

Alcohol is allowed in the following restricted areas by reservation and permit only:
- Ann Morrison Park
- Parkcenter Park
- Cecil D. Andrus Park
- Fort Boise Park
- Julia Davis Park
- 8th Street
- Esther Simplot Park

Distribution or sale of alcohol in Boise City parks is allowed only as local and state laws allow. Caterers serving alcohol must secure a Liquor Catering Permit from the City Clerk’s Office.

Park Use Applications are due 90 days prior to the event date if beer and/or wine will be sold. If no beer and/or wine sales will occur at the event, Park Use Applications are due 30 days prior to the event date.

Beer/Wine Serving Permit is required for all events serving beer and/or wine and can be obtained for a $10 fee.

Beer/Wine Sales Permit is required for all events selling beer and/or wine and is charged a $225 fee per day, plus 12% gross sales over $2,000.

**PARK ASSISTANCE**

For assistance during your park reservation call: 208-631-1459 or 208-631-1461.

**POLICE ASSISTANCE**

Non-emergency assistance, call police dispatch: 208-377-6790

Emergency assistance, DIAL 911

**PARK HOURS**

Sunrise to sunset unless otherwise posted.

**PARK POLICIES**

Park users are required to follow and abide by Idaho State Code, Boise City Ordinances and the Boise Parks and Recreation Park Use Policy. Park policies are posted at all restrooms and shelters and are enforced. Violators will be cited. For information regarding Boise City Code, go to: cityclerk.cityofboise.org/city-code

**RESERVATION DEPOSIT**

A deposit of $100 is due to reserve a special event’s date and location. Remaining payment is due 30 days prior to event date.

**RESTROOMS**

Park restroom facilities are operated on a seasonal basis. Parks with restrooms open year round are Ann Morrison, Esther Simplot, Fort Boise, Julia Davis, Parkcenter and Veterans Memorial.

**SOUND AMPLIFICATION**

Sound cannot exceed 62 decibels at a distance of 20 feet except with a permit. Amplified sound is available in some parks and requires a park reservation, a permit application to be filled out and a fee to be paid.

**UTILITY VEHICLES**

Utility Vehicles should be listed on the Special Event Park Use Application and the event organizer is required to purchase a permit for each vehicle.

**VENDORS**

A vendor is an individual, sponsor or group advertising, selling or giving away services. Event coordinators are charged $30 for the first four (4) vendors and $20 for each additional vendor.

If food or beverage products are being served/sold during an event, an Eating and Drinking License must be obtained from the City Clerk’s Office. Additionally, food and beverage products must be approved by the Central District Health Department.

**WATER**

Water amenities such as commercial misters, dunk tanks, water slides, kiddie pools, etc. are not permitted in parks. Depositing ice and any grey or waste water on the grass, sidewalks, in waste receptacles, dumpsters, city planters, gutters or in the street drainage system is not permitted.

**MISC. FEES + CHARGES**

| PERMITS |
|-----------------|-----------------|
| **Amplified Sound** | Daily $55.00 |
| **Beer/Wine (over 7.5 gal.)** | Daily $10.00 |
| **Beer/Wine Sales** | Daily $225.00 |

Parks and Recreation Commission approval required for sales. See Application for details.

$225.00 plus 12% of gross sales above $2,000.00 per day.

**SHORT-TERM CONCESSIONS**

- **First 4**
  - **Each/Daily** $30.00
  - **Each/Daily (5th+)** $20.00
  - **Vehicle Utility/Turf** Daily $30.00
  - **Vehicle Overnight** Daily $30.00

**FILMING**

- **PARK FOR PROFIT "Commercial Use" FEES (Filming in parks, etc.)**
  - **Four (4) Hours** $465.00
  - **All Day** $865.00

**OTHER AMENITIES**

- **Extra Tables (Ann Morrison and Julia Davis)** Each $8.75

**STAFF**

- **BPR Staff Callout - per hr** Hour $51.50
- **BPR Staff Assistance** Hour $26.50

**RESERVATION DEPOSIT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Period</th>
<th>Resident Fee</th>
<th>Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPOSIT</strong></td>
<td></td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**RESERVATION HOLD**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Refundable</strong></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**INFLATABLES**

Inflatable structures or other similar apparatus are allowed in Boise parks with a permit application. Inflatable structures that required water are not permitted. Structures must be rented from a city-approved equipment provider and be free standing, weighted and have a generator for power.

**INSURANCE**

Special events must provide a comprehensive general liability insurance of $1,000,000 per single occurrence. The required policy should name Boise City as an additional insured and as the certificate holder, in addition to listing the event, date and location in the description on the insurance certificate.

**WATER**

Water amenities such as commercial misters, dunk tanks, water slides, kiddie pools, etc. are not permitted in parks. Depositing ice and any grey or waste water on the grass, sidewalks, in waste receptacles, dumpsters, city planters, gutters or in the street drainage system is not permitted.